

Subpart I – Exhibits
Part 600 – Federal Grants and Cooperative Agreements
600.205

SF-424, APPLICATION FOR FEDERAL ASSISTANCE
INSTRUCTIONS FOR COMPLETION

1. **Block 1: Type of Submission.** The appropriate block should be marked as to whether the application involves a construction or non-construction project. The application should not be designated construction if the project involves insignificant amounts of construction as opposed to nothing but the building of a structure.

2. **Block 4: Date Received by Federal Agency/Federal Identifier.** These blocks should be left blank by the applicant.

3. **Block 6: Employer Identification Number.** Tax Identification Number or the Social Security Number is listed here.

4. **Block 8: Type of Application.** Identify the type of application for an initial grant or cooperative agreement as “new.”

5. **Block 10: Catalog of Federal Domestic Assistance Number.** Obtain this number from the semi-annual Catalog of federal Domestic Assistance.

6. **Block 12: Areas Affected by Project.** List the largest political entities affected (States, counties, and cities).

7. **Block 15: Estimated Funding.**

a. **Block 15a: Federal.** Use this block to show the anticipated NRCS funding for the project.

b. **Block 15b: Applicant.** Show the applicant contribution or matching requirement (if any). The total applicant contribution may be made up of non-cash or in-kind contributions. To capture the true reflection of total project costs, the applicant’s contribution should be separated by whichever categories are applicable. This can be accomplished by either entering two lines in Block 15b or using Block 15e (Other), with wording designating the type of contribution, or in the remarks block of SF-424A. If the remarks block is used, an asterisk should be shown on Block 15b of SF-424 so they correlate properly and all parties clearly understand what makes up the total project cost.

An applicant non-cash contribution is the expense the applicant incurs that is contributed to the project in lieu of cash for their share of direct and indirect costs, such as employee salaries, overhead, travel, equipment, supplies, and so forth. These do not include in-kind contributions from third parties, nonfederal organizations, or volunteer labor. In-kind contributions are non-cash contributions from third parties that the applicant receives to be used in the project, such as volunteer labor, donated materials, and equipment, where the applicant incurs no expense. In-kind contributions are not reimbursable.

c. **Block 15e: Other.** Show any contributions the applicant receives from non-Government organizations, private industry, and individuals

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- d. **Block 15f: Program Income.** Show any anticipated program income, such as registration fees for attendance of a conference that the applicant should receive during the performance of the grant or cooperative agreement.
8. **Block 16: State Review.** Applicants must contact their State Single Point of Contact to determine whether the application is subject to the State(s) Intergovernmental Review Process. It is the applicant's responsibility to contact the States and ensure the application is reviewed properly prior to submission to the NRCS.
9. **Block 18: Signature Blocks.** This block is signed by a duly authorized representative of the applicant.